

**PUNE DISTRICT EDUCATION ASSOCIATION'S
SETH GOVIND RAGHUNATH SABLE COLLEGE OF PHARMACY
SASWAD, PUNE**



Internal Quality Assurance Cell (IQAC) 2021-22

Minutes of third meeting held on 04/07/2022

The third meeting of the Internal Quality Assurance Cell (IQAC) was held on **04/07/2022, Monday at 02.00 pm.** under the chairmanship of Principal Dr. Rajashree Chavan.

Venue: IQAC room

The following members of the committee attended the meeting:

Sr. No.	Name of the members	Designation
1	Dr. Rajashree Chavan	Chairman (Principal)
2	Hon. Shri. Sandeep Kadam	Member (Management Representative)
3	Mrs. Jayashri Jagtap	Co-ordinator (Assistant Professor)
4	Dr. Smita Pawar	Member ((HoD, Pharm. Chemistry))
5	Mr. Vaibhav Shilimkar	Member (HoD, Pharmacognosy & Academic In charge)
6	Mr. Jitendra Shinde	Member (HoD, Pharmaceuticals)
7	Mr. Nilesh Bhosale	Member (Examination In charge)
8	Mrs. Pradnya Jagtap	Member (HoD, Pharmacology))
9	Mrs. Vidya Mhaske	Member (Office In charge)
10	Mr. Palak Agarwal	Member (Industrialist Representative)
11	Mrs. Sharmila Kunjir	Member (Parent Representative)
12	Mr. Sunil Korde	Member (Alumni & Local Society Representative)
13	Dr. Shama Aaphale	Member (Alumni Representative)
14	Ms. Srushti Inamdar	Member (Student Representative)
15	Mr. Amol Kale	Invitee member
16	Mr. Ganesh Nigade	Invitee member

The IQAC coordinator (Mrs. Jayashri Jagtap) welcomed the IQAC members to the third meeting of the IQAC cell in the academic year 2021-22.

Subject No.1:

To confirm the minutes of the last meeting held on 09/04/2022.

Resolution No.1:

Minutes of the last meeting of IQAC held on 09/04/2022 were read and confirmed.

Proposed by: - Mrs. Jayashri Jagtap

Seconded by: - Dr. Rajashree Chavan

Subject No.2:

To confirm the action taken report of the meeting held on 09/04/2022.

Resolution No.2:

The action taken report of the last meeting of IQAC held 09/04/2022 were read and confirmed

Proposed by: - Mrs. Jayashri Jagtap

Seconded by: - Mr. Vaibhav Shilimkar

Subject no. 3:

To take a review of the events held and planned in the institute.

Resolution No. 3:

A review of the events held and planned in the academic year 2021-22 was taken in the meeting. The external IQAC members congratulated the Principal and staff for successfully conducting various events. Apart from this, it was decided to increase the participation of students in the Research AVISHKAR competition and it was suggested that the faculty members should motivate the students for their participation.

Proposed by: - Mrs. Jayashri Jagtap

Seconded by:- Mr. Sunil Korade

Subject no. 4:

To take review of the suggestions/ feedback given by students for the odd semester.

Resolution No. 4:

The Academic Incharge informed that the students' feedback on institution, curriculum as well as on teaching faculty is taken at the end of every semester in order to analyze the quality of teaching and students' satisfaction with the facilities provided by the college and various activities conducted in the college. He has discussed thoroughly the feedback of the students of odd semester for 2021-22. He also highlighted the suggestions given by the students regarding curriculum and other matters. It was informed that on the basis of analysis of feedback, the students are found satisfied with both the quality of teaching in the college and the facilities provided and activities conducted in the college. Few suggestions were given by the students. It was suggested by the members to work on the suggestions by them.

Proposed by: Mr. Vaibhav Shilimkar

Seconded by: Mr. Nilesh Bhosale

Subject no. 5:

To take a review of details of grants received from SPPU/UGC/AICTE.

Resolution No. 5:

Academic and Research Coordinator Dr. Smita Pawar gave information regarding the grants received from various funding agencies viz. SPPU, UGC, AICTE etc. The details of the grants received for the academic year 2021-22 are as follows.

Sr. No	Name of Teacher	Name of funding agency	Particulars of event	Duration (Academic Year)	Sanctioned Amount (Rs)	Utilized amount (Rs)
1	Mr. Ganesh Nigade	Ministry of Education	Impact Lecture series	2021-22	12000/-	12000/-
2	Mr. Amol Kale	SPPU, Pune.	Workshop on Leadership development program"	2021-22	31,600/-	31,600/-
3	Mr. Amol Kale	SPPU, Pune.	NSS regular activities	2021-22	10750/-	10750/-
4	Mr. Amol Kale	SPPU, Pune.	NSS camp	2021-22	14,250/-	14,250/-
5	Mr. Vaibhav Shilimkar	SPPU, Pune.	Personality Development Scheme (for Girls) Nirbhay Kanya Abhiyan (Swa Sanarakshan)	2021-22	5000/-	5000/-

Further she informed that the new proposals for research grant, organization of Seminar/workshop, two week FDP, purchase of educational equipment etc. will be submitted to the above funding agencies once the link for proposal submission opens for the academic year 2022-23.

Proposed by: - Dr. Smita Pawar

Seconded by: - Mrs. Jayashri Jagtap

Subject no. 6:

To take a review of utilization of Library facilities

Resolution No. 6:

The library Incharge Mr. J. V. Shinde informed that the following facilities have been provided to the students.

- 1) Book Bank Scheme
- 2) E- Library (DELNET Subscription)
- 3) Books, journals, thesis reports, bulletins, magazines Issuing facility

- 4) Newspapers
- 5) Reading room etc.

The members were informed that the college has a library committee which consists of the librarian, the library In charge, a senior faculty and student representative. Further Library Incharge was asked to take feedback as well as suggestions of student representatives regarding library facilities during the library meeting.

Proposed by: - Mr. Jitendra Shinde

Seconded by: - Mr. Palak Agarwal

Subject no. 7:

To take review of the college magazine "Pills and Thrills", placement brochure "Horizon" and the college wall magazine "Pharma Corner"

Resolution No 7:

A review of the college magazine "Pills and Thrills", placement brochure "Horizon" and the college wall magazine "Pharma Corner" was presented. Mr. Nilesh Bhosale, coordinator of college magazine "Pills and Thrills," informed that the collection of articles and photos has been completed till date whereas interview of eminent personality and designing is pending. He informed that the Magazine will be ready for publication by the 30th September 2022.

Mr. Ganesh Nigade, coordinator of Placement brochure Horizon, informed that college information and students' data has been submitted to the printing press. The Horizon will be ready for publication by September 2022. Pharma corner the wall of Magazine is running successfully. It was informed that the concerned coordinator maintains the file of articles displayed on Pharma Corner. The members suggested that technical articles should be there in Pharma corner. It was emphasized that the students should be motivated for their maximum participation in pharma corner and publish the same articles in college magazine Pills and Thrills.

Proposed by: - Mr. Nilesh Bhosale

Seconded by: - Mrs. Sharmila Kunjir

Subject No. 8:

To take a review of the class-wise results of B. Pharm. and M. Pharm. University Examination Oct/Nov.-2021.

Resolution No. 8:

The result analysis of B. Pharm and M. Pharm. University Examination for the academic Oct/Nov. 2021 was presented in the meeting by College Examination Officer Mr. Jitendra Shinde. The result was thoroughly discussed. The Chairman and all the members congratulated the Principal, teaching, non teaching & supporting staff and students of the college for the excellent result. The teaching staff members were congratulated for 100% result in the respective subjects for the academic year 2021-22.

Sr. No.	Class	Overall Result (%)
1	First Year B. Pharm. Sem-I	100%

2	Second Year B. Pharm. Sem- III	100%
3	Third Year B. Pharm. Sem-V	100%
4	Final Year B. Pharm. Sem-VII	100%
5	F. Y. M. Pharm. (Sem-I)	100%
6	S. Y. M. Pharm. (Sem-III)	100%

All the successful students were congratulated by the Chairman and members of the committee.

Proposed by: - Mr. Jitendra Shinde

Seconded by: - Mrs. Sharmila Kunjir

Subject No. 9:

To discuss the conduct of the University examination April/May-2022.

Resolution No. 9:

The college examination officer Mr. Jitendra Shinde informed that University Practical Examination April/May-2022 has been completed successfully and University Theory Examination April/May-2022 will be conducted from 5th July 2022 to 25th July 2022. Further he added that all the necessary arrangements for the successful conduct of examination have been done.

Proposed by: - Mr. Jitendra Shinde

Seconded by: - Mrs. Pradnya Jagtap

Subject no. 10:

To take review of Green audit and energy audit.

Resolution No. 10:

The review of Green audit and energy audit has been presented in the meeting. Mrs. Vidya Mhaske, Office Incharge informed the members that the college every year conducts Green audit and energy audit. The Green audit and energy audit of the previous year has been completed whereas the process of audit every year for the year 2021-22 is already started and will be completed by September 2022.

Proposed by: - Mrs. Pradnya Jagtap

Seconded by: - Mr. Palak Agarwal

Subject no. 11:

To take review of responsibilities assigned and completed.

Resolution No.11:

The review of responsibilities assigned to the faculty members and their completion status was presented by Mrs. Jayashri Jagtap, IQAC coordinator. All the faculty members completed their assigned work in time except Industrial visits which could not be completed due to COVID-19 pandemic. Further Principal Dr. Rajashree Chavan asked the concerned coordinator to arrange Industrial Visits for the academic year 2022-23 during the first term itself.

Proposed by: - Mrs. Jayashri Jagtap
Seconded by: - Dr. Rajashree Chavan

Subject no. 12:

To discuss regarding admission process for the academic year 2022-23.

Resolution No.12:

The review of admission process for the academic year 2022-23 was presented by Mr. Jitendra Shinde, Admission Coordinator. He explained the B. Pharm. and M. Pharm. admission process. Further he added that the schedule for the admission campaign is prepared and circulated among the staff members and all staff members completed the campaign in stipulated time. The members congratulated all the staff members for their efforts for admission. He said that the post HSC CET will be held in Aug.2022 and followed by admission process as per DTE notification.

Proposed by: - Mr. Jitendra Shinde
Seconded by: - Mr. Vaibhav Shilimkar

Subject no. 13:

To discuss any other matter with the permission of the chairman.

- i) To take review of Central Assessment Process (CAP) work.
- ii) To take review of AQAR submission for the year 2022-23.

Resolution No.13:

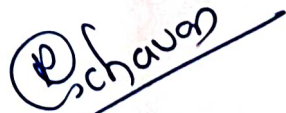
- i) A review of Central Assessment Process (CAP) work of SPPU was presented by Mr. Amol Kale, CAP coordinator. He informed the members that Final Yr. B. Pharm. papers will be assessed at our center and all the necessary arrangements have been completed.
 - ii) A review of AQAR preparation was presented by IQAC Coordinator Mrs. Jayashri Jagtap. She informed the members that every year AQAR is to be submitted online. It was decided to submit the AQAR by 30th September 2022.
- There was no other subject for discussion.

Proposed by: - Mr. Nilesh Bhosale
Seconded by: - Mr. Vaibhav Shilimkar

There being no other matter to discuss, the meeting was called to an end by the Chairman, Dr. Rajashree Chavan. Dr. Smita Pawar, Member of IQAC extended vote of thanks to the members for remaining present for the meeting and for offering their valuable suggestions.


Mrs. Jayashri Jagtap

IQAC Coordinator
PUNE DISTRICT EDUCATION ASSOCIATION'S
SETH GOVIND RAGHUNATH SABLE
COLLEGE OF PHARMACY, SASWAD
Tal. Purandar, Dist. Pune. 412301


Dr. Rajashree Chavan

Chairman, IQAC & Principal
PRINCIPAL
PUNE DISTRICT EDUCATION ASSOCIATION'S
SETH GOVIND RAGHUNATH SABLE/6
COLLEGE OF PHARMACY, SASWAD
TAL. PURANDAR, DIST. PUNE-412 301

PUNE DISTRICT EDUCATION ASSOCIATION'S
SETH GOVIND RAGHUNATH SABLE COLLEGE OF PHARMACY,
 SASWAD, PUNE



Internal Quality Assurance Cell (IQAC) 2021-22

Action Taken Report of the third meeting held on 04/07/2022

As per the suggestions made by the committee members of IQAC following steps have been taken:

Subject	Resolution	Action taken
Subject No.1: To confirm the minutes of the last meeting held on 09/04/2022	Minutes of the last meeting of IQAC held on 09/04/2022 were read and confirmed.	Noted and filed
Subject No.2: To read and confirm the action taken report of the last meeting held on 09/04/2022	The action taken report of the last meeting of IQAC held 09/04/2022 were read and confirmed	Noted and filed
Subject no. 3: To take a review of the events held and planned in the institute.	A review of the events held and planned in the academic year 2021-22 was taken in the meeting. The external IQAC members congratulated the Principal and staff for successfully conducting various events. Apart from this, it was decided to increase the participation of students in the Research AVISHKAR competition and it was suggested that the faculty members should motivate the students for their participation.	Participation of students in the Research AVISHKAR competition has been increased. Total 11 research projects have been presented by 43 students from UG, PG and Ph.D. category and winners from each category sent to SPPU for further competition round.
Subject no. 4: To take review of the suggestions/ feedback given by students for the odd semester.	The Academic Incharge informed that the students' feedback on institution, curriculum as well as on teaching faculty is taken at the end of every semester in order to analyze the quality of teaching and students' satisfaction with the facilities provided by the college and various activities conducted in the college. He has discussed thoroughly the feedback of the students of odd semester for 2021-22. He also highlighted the suggestions given by the students regarding curriculum and other matters. It was informed that on the basis of	The feedback has been analyzed and communicated by the principal to the concerned staff

	analysis of feedback, the students are found satisfied with both the quality of teaching in the college and the facilities provided and activities conducted in the college. Few suggestions were given by the students. It was suggested by the members to work on the suggestions by them.																									
Subject no. 5: To take a review of details of grants received from SPPU/UGC/AICTE.	Academic and Research Coordinator Dr. Smita Pawar gave information regarding the grants received from various funding agencies viz. SPPU, UGC , AICTE etc. The details of the grants received for the academic year 2021-22 are as follows. <table> <tr> <th>Name of funding agency</th> <th>Particulars of event</th> <th>Sanctioned Amount (Rs)</th> <th>Utilized amount (Rs)</th> </tr> <tr> <td>Ministry of Education</td> <td>Impact Lecture series</td> <td>12000/-</td> <td>12000/-</td> </tr> <tr> <td>SPPU, Pune.</td> <td>Workshop on Leadership development program"</td> <td>31,600/-</td> <td>31,600/-</td> </tr> <tr> <td>SPPU, Pune.</td> <td>NSS regular activities</td> <td>10750/-</td> <td>10750/-</td> </tr> <tr> <td>SPPU, Pune.</td> <td>NSS camp</td> <td>14,250/-</td> <td>14,250/-</td> </tr> <tr> <td>SPPU, Pune.</td> <td>Personality Development Scheme (for Girls) Nirbhay Kanya Abhiyan (Swa Sanarakshan)</td> <td>5000/-</td> <td>5000/-</td> </tr> </table> Further she informed that the new proposals for research grant, organization of Seminar/workshop, two week FDP, purchase of educational equipment etc. will be submitted to the above funding agencies once the link for proposal submission opens for the academic year 2022-23.	Name of funding agency	Particulars of event	Sanctioned Amount (Rs)	Utilized amount (Rs)	Ministry of Education	Impact Lecture series	12000/-	12000/-	SPPU, Pune.	Workshop on Leadership development program"	31,600/-	31,600/-	SPPU, Pune.	NSS regular activities	10750/-	10750/-	SPPU, Pune.	NSS camp	14,250/-	14,250/-	SPPU, Pune.	Personality Development Scheme (for Girls) Nirbhay Kanya Abhiyan (Swa Sanarakshan)	5000/-	5000/-	Noted and filed
Name of funding agency	Particulars of event	Sanctioned Amount (Rs)	Utilized amount (Rs)																							
Ministry of Education	Impact Lecture series	12000/-	12000/-																							
SPPU, Pune.	Workshop on Leadership development program"	31,600/-	31,600/-																							
SPPU, Pune.	NSS regular activities	10750/-	10750/-																							
SPPU, Pune.	NSS camp	14,250/-	14,250/-																							
SPPU, Pune.	Personality Development Scheme (for Girls) Nirbhay Kanya Abhiyan (Swa Sanarakshan)	5000/-	5000/-																							
Subject no. 6: To take a review of utilization of Library facilities	The library Incharge Mr. J. V. Shinde informed that the following facilities have been provided to the students. 1) Book Bank Scheme 2) E- Library (DELNET Subscription)	Noted and filed																								

	3) Books, journals, thesis reports, bulletins, magazines Issuing facility 4) Newspapers 5) Reading room etc. The members were informed that the college has a library committee which consists of the librarian, the library In charge, a senior faculty and student representative. Further Library Incharge was asked to take feedback as well as suggestions of student representatives regarding library facilities during the library meeting.	
Subject no. 7: To take review of the college magazine "Pills and Thrills", placement brochure "Horizon" and the college wall magazine "Pharma Corner"	A review of the college magazine "Pills and Thrills", placement brochure "Horizon" and the college wall magazine "Pharma Corner" was presented. Mr. Nilesh Bhosale, coordinator of college magazine "Pills and Thrills," informed that the collection of articles and photos has been completed till date whereas interview of eminent personality and designing is pending. He informed that the Magazine will be ready for publication by the 30th September 2022. Mr. Ganesh Nigade, coordinator of Placement brochure Horizon, informed that college information and students' data has been submitted to the printing press. The Horizon will be ready for publication by September 2022. Pharma corner the wall of Magazine is running successfully. It was informed that the concerned coordinator maintains the file of articles displayed on Pharma Corner. The members suggested that technical articles should be there in Pharma corner. It was emphasized that the students should be motivated for their maximum participation in pharma corner and publish the same articles in college magazine Pills and Thrills.	Printing of Horizon and Pills and Thrills is in process. The students participation in pharmacorner display has been improved.
Subject no. 8: To take a review of the class-wise results of B. Pharm. and M. Pharm. University Examination	The result analysis of B. Pharm and M. Pharm. University Examination for the academic Oct/Nov. 2021 was presented in the meeting by College Examination Officer Mr. Jitendra Shinde. The result was thoroughly discussed. The Chairman and all the members congratulated the Principal, teaching, non teaching & supporting staff and students of the college	Noted and filed

Oct/Nov.-2021.	for the excellent result. The teaching staff members were congratulated for 100% result in the respective subjects for the academic year 2021-22. <table border="1" data-bbox="464 383 1225 741"> <thead> <tr> <th>Sr. No.</th><th>Class</th><th>Overall R</th></tr> </thead> <tbody> <tr> <td>1</td><td>First Year B. Pharm. Sem-I</td><td>100%</td></tr> <tr> <td>2</td><td>Second Year B. Pharm. Sem- III</td><td>100%</td></tr> <tr> <td>3</td><td>Third Year B. Pharm. Sem-V</td><td>100%</td></tr> <tr> <td>4</td><td>Final Year B. Pharm. Sem-VII</td><td>100%</td></tr> <tr> <td>5</td><td>F. Y. M. Pharm. (Sem-I)</td><td>100%</td></tr> <tr> <td>6</td><td>S. Y. M. Pharm. (Sem-III)</td><td>100%</td></tr> </tbody> </table> All the successful students were congratulated by the Chairman and members of the committee.	Sr. No.	Class	Overall R	1	First Year B. Pharm. Sem-I	100%	2	Second Year B. Pharm. Sem- III	100%	3	Third Year B. Pharm. Sem-V	100%	4	Final Year B. Pharm. Sem-VII	100%	5	F. Y. M. Pharm. (Sem-I)	100%	6	S. Y. M. Pharm. (Sem-III)	100%	
Sr. No.	Class	Overall R																					
1	First Year B. Pharm. Sem-I	100%																					
2	Second Year B. Pharm. Sem- III	100%																					
3	Third Year B. Pharm. Sem-V	100%																					
4	Final Year B. Pharm. Sem-VII	100%																					
5	F. Y. M. Pharm. (Sem-I)	100%																					
6	S. Y. M. Pharm. (Sem-III)	100%																					
Subject No. 10: To discuss the conduct of the University examination April/May-2022.	The college examination officer Mr. Jitendra Shinde informed that University Practical Examination April/May-2022 has been completed successfully and University Theory Examination April/May-2022 will be conducted from 5 th July 2022 to 25 th July 2022. Further he added that all the necessary arrangements for the successful conduct of examination have been done.	University examinations April/May-2022 has been conducted successfully.																					
Subject No. 10: To take review of Green audit and energy audit.	The review of Green audit and energy audit has been presented in the meeting. Mrs. Vidya Mhaske, Office Incharge informed the members that the college every year conducts Green audit and energy audit. The Green audit and energy audit of the previous year has been completed whereas the process of audit every year for the year 2021-22 is already started and will be completed by September 2022.	Green audit and energy audit process has started and will be completed by November 2022																					
Subject No. 11: To take review of responsibilities assigned and completed.	The review of responsibilities assigned to the faculty members and their completion status was presented by Mrs. Jayashri Jagtap, IQAC coordinator. All the faculty members completed their assigned work in time except Industrial visits which could not be completed due to COVID-19 pandemic. Further Principal Dr. Rajashree Chavan asked the concerned coordinator to arrange Industrial Visits for the academic year 2022-23 during the first term itself.	Noted and filed																					
Subject No. 12: To discuss	The review of admission process for the academic year 2022-23 was presented by Mr. Jitendra Shinde,	Noted and filed																					

regarding admission process for the academic year 2022-23.	Admission Coordinator. He explained the B. Pharm. and M. Pharm. admission process. Further he added that the schedule for the admission campaign is prepared and circulated among the staff members and all staff members completed the campaign in stipulated time. The members congratulated all the staff members for their efforts for admission. He said that the post HSC CET will be held in Aug.2022 and followed by admission process as per DTE notification.	
Subject No. 13: To discuss any other matter by the permission of the chair. i) To take review of Central Assessment Process (CAP) work. ii) To take review of AQAR submission for the year 2022-23.	i) A review of Central Assessment Process (CAP) work of SPPU was presented by Mr. Amol Kale, CAP coordinator. He informed the members that Final Yr. B. Pharm. papers will be assessed at our center and all the necessary arrangements have been completed. ii) A review of AQAR preparation was presented by IQAC Coordinator Mrs. Jayashri Jagtap. She informed the members that every year AQAR is to be submitted online. It was decided to submit the AQAR by 30 th September 2022.	i) CAP work of Final Yr. B. Pharm. has been completed and submitted all the assessed papers and marks statement to SPPU in time ii) No need to fill AQAR as College is accredited in 28/02/2022 which is during 2021-22. Such mail received from NAAC office on 06/09/2022

Mrs. Jayashri Jagtap

IQAC Coordinator
 PUNE DISTRICT EDUCATION ASSOCIATION'S
 SETH GOVIND RAGHUNATH SABLE
 COLLEGE OF PHARMACY, SASWAD
 Tal. Purandar, Dist. Pune. 412301

Dr. Rajashree Chavan

Principal & Chairman, IQAC

PRINCIPAL
 PUNE DISTRICT EDUCATION ASSOCIATION'S
 SETH GOVIND RAGHUNATH SABLE
 COLLEGE OF PHARMACY, SASWAD
 TAL PURANDHAR DIST. PUNE-412301